

## 13.307 Forms.

(a) *Commercial items*. For use of the [SF 1449](#), Solicitation/Contract/Order for Commercial Items, see [12.204](#).

(b) Other than commercial items.

(1) Except when quotations are solicited electronically or orally, the [SF 1449](#); [SF 18](#), Request for Quotations; or an agency form/automated format may be used. Each agency request for quotations form/automated format should conform with the [SF 18](#) or [SF 1449](#) to the maximum extent practicable.

(2) Both [SF 1449](#) and [OF 347](#), Order for Supplies or Services, are multipurpose forms used for negotiated purchases of supplies or services, delivery or task orders, inspection and receiving reports, and invoices. An agency form/automated format also may be used.

(c) Forms used for both commercial and other than commercial items.

(1) [OF 336](#), Continuation Sheet, or an agency form/automated format may be used when additional space is needed.

(2) [OF 348](#), Order for Supplies or Services Schedule-Continuation, or an agency form/automated format may be used for negotiated purchases when additional space is needed. Agencies may print on these forms the clauses considered to be generally suitable for purchases.

(3) [SF 30](#), Amendment of Solicitation/Modification of Contract, or a purchase order form may be used to modify a purchase order, unless an agency form/automated format is prescribed in agency regulations.

(d) [SF 44](#), Purchase Order-Invoice-Voucher, is a multipurpose pocket-size purchase order form that may be used as outlined in [13.306](#).

(e) [SF 1165](#), Receipt for Cash-Subvoucher, or an agency purchase order form may be used for purchases using imprest funds or third party drafts.

**Parent topic:** [Subpart 13.3 - Simplified Acquisition Methods](#)